

OFFICE OF THE SHERIFF

SHERIFF GENE A. KELLY

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Clark County Sheriff's Office Applicant Information

Dispatchers

A challenging and rewarding career awaits you as a Deputy Sheriff with the Clark County Sheriff's Office.

The Clark County Sheriff's Office is accepting applications for the position of Civilian Staff / Dispatchers. A detailed job description is included with this material. The Clark County Sheriff's Office is an agency with a tradition of service excellence and a strong community oriented policing philosophy. The community is diverse with a population of approximately 138,000 (2010 census).

SALARY AND BENEFITS

The successful applicant will receive salary and benefits that compare favorably with those offered in business or industry. The 2016 base salary of a Clark County Dispatcher is \$34,278.40 (16.48/hr) progressing incrementally to \$45,240 (21.75/hr). Dispatchers receive paid vacations, personal allowance days and opportunities for overtime payment and/or compensatory time. Additional benefits include an Educational Incentive.

Additional benefits include:

- Group Hospitalization and Medical Insurance (partial employee pay)
- Prescription Program
- Dental Coverage
- Vision Care
- Group Life Insurance
- Workers Compensation Protection
- Occupational Injury Leave
- Tuition Reimbursement Program
- Deferred Compensation Program

MINIMUM QUALIFICATIONS

Applicants for the position must meet the following minimum qualifications at the time of appointment.

- Be at least 18 years old at time of appointment
- Be a United States Citizen
- Possess a valid State of Ohio vehicle operator's license.
- Possess a high school diploma or GED equivalent.

- Must be able to work an 80-hour biweekly schedule including weekend, evenings, nights and holidays on an assigned shift.
- Must be available for on call work

Applicants must also:

- Successfully pass other screening tests as required prior to appointment, including a background check, medical exam, and polygraph test.

APPLICATION PROCESS

Applications are available at the Clark County Sheriff's Office, 120 N. Fountain Avenue, Springfield, Ohio 45502; 8 a.m. to 5 p.m., Monday through Friday. All applicants **must** complete the application thoroughly and accurately. Failure to complete the application (other than minor omissions) and timely submission will constitute grounds for rejection. The failure to disclose truthfully all material and relevant information shall also constitute grounds for rejection or dismissal if discovered subsequent to appointment.

Applications will be kept on file for two years from date of application.

1. Oral Interview

Applicants will be asked a uniform set of questions that seek to measure specific attributes. All answers will be uniformly rated and recorded on a standardized form by each member of the oral review board. Applicants must score an average of 60% on this process to move forward to the pre-employment polygraph examination.

2. A Pre-employment polygraph examination

The polygraph will be used to determine employment status. It is only an investigative aid that will be used together with other information to support decisions relevant to employment status.

3. A Thorough Background Investigation

A background investigation of each applicant will be conducted prior to appointment to probationary status. Some areas of this investigation will include:

- a. Verification of a candidate's qualifying credentials
- b. A review of the candidate's criminal and traffic violation record, if any
- c. An interview with at least three personal references of the applicant
- d. Verification of the applicant's previous employment history

4. A Medical Examination

A medical examination of each applicant will be conducted after a conditional offer of employment but prior to actual appointment to probationary status. This examination is to identify any medical problems that might inhibit work performance, shorten a career or contribute to work-related disabilities. Areas of evaluation will include audio examination, eye examination, and blood and blood pressure evaluation and medical history and clinical examination. **A drug screen will be included in this examination.**

Applicants can be eliminated based on not meeting minimum / passing standards at any portion of the hiring process.

APPLICANT DISQUALIFICATION AND RE-APPLICATION

The following occurrences or combination occurrences in your background are examples of things that may result in rejection of an applicant's consideration for a communication operator position:

- Felony conviction
- Conviction for drug related violations or Use of Illegal Drugs
- Domestic Violence Conviction
- Abuse of Alcohol and/or drugs
- Anti-Social Behavior
- Poor Work Record
- Poor Driving Record
- Numerous Debts
- Incomplete or Inaccurate information on Application (this will be in consideration of other areas of the applicant process, it is not a sole disqualifier)

Applicants not eligible for appointment to probationary status or not appointed to probationary status as a result of any portion of the applicant process shall be informed, in writing, of the reason within 30 calendar days.

Applicants not selected for appointment to probationary status will be eligible for re-application and re-evaluation for future openings.

DURATION OF THE APPLICANT PROCESS

The anticipated duration of the reopened selection process is as follows:

(Please note: This schedule is subject to change without notice.)

▪ Schedule and Administer oral interview	2 weeks
▪ Schedule and Administer Pre-polygraph	2 weeks
▪ Conduct Background Investigations	2 weeks
▪ Schedule and Administer Medical Exams	2 weeks

Approximate time required is 8 weeks

The appointment of a new employee shall not be deemed complete until successful completion of a 1-year probationary period is completed from the date of appointment (swear-in).

If you feel that you have not been treated fairly or in a courteous manner, you should report the incident to Ben Hunt, Labor Relations Director. (Preferably in writing.)

Comments or complaints about the employment procedure will be answered in writing, as soon as possible. Comments or complaints will not affect this or future applications for employment.

The U.S. Equal Employment Opportunity Commission and the Ohio Civil Rights Commission also investigate discriminatory practices alleged by an applicant or employee. We urge you to file a complaint with those offices if you believe that is appropriate.

The conditions of employment of the Clark County Sheriff's Office require a work schedule including first, second and third shifts, on a 365 day per year basis.
Contact phone numbers:

Clark County Labor Relations
(937) 521-2051

Clark County Sheriff's Office
(937) 521-2050

**Clark County Sheriff's Office is an Equal Opportunity Employer and
ADA Compliant.**

Women and Minorities are Encouraged to Apply!!